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PART II.

NOTIFICATIONS BY GOVT. OF INDIA, RESIDENT, CHIEF COURT, &c.

FINANCIAL DEPARTMENT.

SPECIAL AUDIT.

ANNUAL RETURNS OF ESTABLISHMENTS FOR 1ST JULY 1903.

Circular No. 2016—*P. & A.* 978, *dated* 18*th June* 1903.

1. The Comptroller has the honor to request that the Public Officers named below will be so good as to furnish this office with their Annual Returns of fixed establishments for the 1st July 1903 prepared in accordance with the instructions laid down in pages 17, 18 and 19 (Chapter 5), Volume 1 of the Fifth Edition of the Civil Account Code, *so as to reach this office not later than the* 15*th September* 1903.

2. The returns should be prepared on *no other* than the prescribed *printed* form to be had from the Superintendent of Stationery, and will show accurately the establishment as it exists on 1st July, and in preparing it, the following instructions should be carefully observed :—

(*a*) The name, designation, and pay of every gazetted officer, clerk, or menial servant holding a permanent appointment, whether on duty or absent on leave, or deputation, or under suspension, should be distinctly shown, with the exception of those exempted from keeping service books by Article 431 of the Mysore Service Regulations.

(*b*) The date of birth, year, month and day of the appointment and of appointment to present post, and of promotion to present pay of each person, as well as the number and date of the Government Orders creating the post, should be clearly entered in the appropriate columns of the statement, the date of birth by Christian era should be given, and if the exact date is not known, the approximate date or year should be stated. This date can only be altered under the orders of the Local Government, except in the case of a clerical error. It should be noted that the column "Promotion to present pay" is to be filled in, only when the pay is progressive and the incumbent of the appointment is drawing pay in excess of the minimum.

(*c*) The return should show accurately the sanctioned scale of *permanent establishment*, and so will include every post, whether filled up or not; and if a post be vacant, the word *vacant* should be set against it in the column of "*Name of incumbent.*"

(*d*) The names of *gazetted officers should be entered first*, and beneath them those of the clerks and servants in order of sections of the establishment: *there should be a separate total for each section*, besides the grand total.

(*e*) The columns of *Minimum* and *Maximum* pay of post should be filled up *only* when the pay is progressive, *i. e.*, rises from a minimum to a maximum by annual increment; and if any annual increment is given with effect from 1st July, it should be

included in the return, and compared with the certificate (in Form No. 8) required by Article 62 which would accompany the July bill.

(*f*) The name of any person acting in an appointment, as well as the acting allowance paid to him, should be shown in the column "*Name of Incumbent*" beneath the name of the absentee for whom he is officiating.

(*g*) If the acting incumbent holds his permanent appointment upon another establishment, the fact should be stated, and the entry should be supported by a certificate from the head of that other establishment.

(*h*) If any person on the establishment has attained the age of 55 years, the number and date of the orders of Government or other competent authority permitting his retention in the service, should be quoted in a note at foot of the statement, and the period for which his retention has been authorised should also be mentioned. If no orders have been received, the number and date of the application for sanction to his retention should be noted.

(*i*) A detailed statement in Form 4 should be given at back of the original return, Form 3, showing new names of non-gazetted officers which are not found in the return of the previous year; and when these new names include those of persons who have entered Government service for the first time, a reference should be given to the bill with which their age and health certificates were furnished; and if they include the names of persons transferred from other Government appointments, those appointments should be specified, as well as the dates from which the transfers have effect. Columns are also provided in Form 4, for information required in regard to the names of non-gazetted officers which appeared in Form No. 3 of the previous year, but are now omitted; as also regarding non-gazetted officers who have been on leave other than privilege or casual, or under suspension, during the previous year. In the case of any who have been under suspension, a note is required stating whether it has been expressly declared that the period of suspension shall count as service qualifying for pension (Article 269 of the Mysore Service Regulations).

(*j*) Separate returns on the same printed forms should be prepared for each permanent establishment existing on 1st July paid from *Local Funds*, and not more than one establishment should be exhibited on a single page. When the pay of any establishment or of any individual officer is met partly from General Revenues and partly from Local or other funds, the whole pay should be shown in one statement, and the portion payable from each source specified in a foot-note.

3. When completed in accordance with the above instructions, the detailed statement should be carefully checked with the service books, save in the cases excepted in clause (*a*), as it will be the chief authority by which hereafter pension claims will be tested. A certificate of this comparison should be endorsed on the return thus: "Compared with service books and found to agree,"—*and accompanied with the special report and personal certificate of the Head of office directed to be sent in para* 3 *of Government Proceedings No.* 13911-50—*P. and A.* 1216, *dated* 18*th March* 1903.

4. This return should be accompanied by an abstract, which will link together the gross numbers shown in the budget estimate of each establishment and the nominal rolls in the book of establishment.

5. Slips of paper should not be attached at foot of the returns, but if space is found insufficient, application should be made to the Stationery Department for a sufficient supply of forms for insertion in book form. In cases where more than one sheet is required to be used, care should be taken to have the sheets stitched in book form before the entries are made therein.

6. Pay bills due 1st October will not be discharged at the Treasuries unless accompanied by a certificate *stating that the schedule for 1st July has been forwarded to this office.*

Official Designation of Officers.	*What establishments to be included in their schedules.*
Secretary to the Government of His Highness the Maharaja of Mysore, General and Revenue Departments.	His own office establishment and that of the State Councillors and Plague Departments.
Private Secretary to His Highness the Maharaja of Mysore.	Do and that of the Assistant Private Secretary and Royal School.
Deputy Secretary in charge of Mysore Muzrai Department.	His own office establishment.

Official Designation of Officers.	*What establishments to be included in their schedules.*
Revenue Commissioner.	His own office establishment.
Inspector General of Police.	Do and those of Districts (*to be shown Talukwar*) Railway and Kolar Gold Fields Police, giving the district serial numbers of each Policeman.
Conservator of Forests in Mysore.	Do and those of Districts and of Kheddas.
Registrar, Chief Court of Mysore.	(1) Court establishment. (2) District and Sessions Judges', Sub-Judges,' special Magistrates' and the Munsiffs' establishments including Gold Fields, classified as in the Pay bills and arranged according to the respective districts with Nazarath establishments (temporary or fluctuating establishments to be excluded).
Inspector General of Prisons.	A schedule of all Jail establishments, District and Gold Fields Lock-up.
Inspector General of Registration.	All Registration establishments, (to be shown Districtwar separately).
Government Advocate.	His office establishment.
Deputy Commissioners of Districts.	(i) Office, Court and Process establishments of Deputy Commissioners, Sub-Division Officers and Gold Fields Magistracy, (2) Revenue Assistant Commissioners, (3) Treasury, (4) Sayer, (5) Taluk establishments (excluding Police), (6) Tank establishments, and (7) District Surveyor establishment, (8) Travellers' bungalow and kotwal establishments.
Presidents of Municipal Boards.	All establishments paid from Municipal Funds.
Do of District Fund Boards.	Do from District Funds.
City Magistrate, Bangalore.	His own establishment.
Town Magistrate, Mysore.	Do do
Senior Surgeon and Sanitary Commissioner, Mysore Government.	All Medical establishments paid by Mysore Government. *Menial establishment including midwives paid from Local Funds to be prepared in separate statements.*
The Durbar Physician.	His establishment.
Inspector General of Education.	His own office and Deputy Inspectors' establishments, and (1) Educational establishments classified according to Districts and Taluks in a separate statement, (2) Taluk Branch and Hobli Schools payable from Village School Funds, and menial servants (separately), (3) Grant-in-aid Schools, (4) Establishment of Industrial School (separately).
Comptroller, Secretary, Mysore State Life Insurance, Treasury Officer in charge, State Huzur Treasury, and Superintendent of Stamps, and Officer in charge, Stamp Manufactory.	Their respective establishments.
Superintendent, Revenue Survey and Inam Settlements.	Permanent Survey establishments, pay and fixed batta to be shown in separate columns.
Agricultural Chemist.	His own establishment.
Officer in charge, Mysore Indigenous Hospital.	Do
Director of Meteorology.	Establishment of the Meteorological Observatories.
State Geologist.	Do of the Geological Department.
Superintendent, Government Press, Compiler, *Mysore Gazette*, and Superintendent of Stationery.	The respective office establishments, including the Branch Press at Mysore.
Military Assistant.	His own office establishment, including that attached to the Government House and Local Force.
Chief Commandant, Mysore State Troops.	His own office establishment and those of the superior and inferior officers whose pensions are governed by the Mysore Service Regulations.
Inspector of Agricultural Banks.	His own office establishment.
Superintendent of Government Gardens and Museum.	Permanent establishment of the Lal-Bagh, Cubbon Park, Curzon Park, Palace Gardens, Museum, Daria Dowlat Bagh, and Gordon Park.
Director of Archæological Researches.	His own office establishment.
Officer in charge, Amrut Mahal	Permanent establishment of the Amrut Mahal Department.
Excise Commissioner.	His own office establishment and the Excise establishments in Mysore paid by Government.